

Workplace Alaska

Class Specification Health Program Manager III

Created:
06/02/1997 by Rachel Wilson
Finalized on:

AKPAY Code: P5943
Class Outline Cat: B
Approved by:

Class Code: PG0123
Class Range: 21
Class Status: Active

Category: Professional
Original Date: 06/01/1990

Class Title: Health Program Manager III
Use MJR Form: Standard

Original Comments:
ORIGINAL - (PJ/JD).

Subsequent Revision Dates/Comments:
03/16/1993 - Retitle/rewrite of Health Program Specialist;
remove technical/clinical specialist (CJD/NC).
10/08/1998 - MQs
07/07/2003 - Audited (KMurry)
05/03/2006 - MQ revision (SBrinkley)
01/19/2007 - MQ revision (SBrinkley)
09/25/2008 - Workplace AK spec revision: Added Census
Job Code and AKPAY Code fields; Replaced Category field
with Class Outline Category; Updated EEO4, SOC, and Class
Code fields; Removed DOT field.

Last Update: **EEO4:** B **SOC:** 11-9111 **Census:** 02

Last Update Comments:

Definition:

Positions in this series develop, implement, and administer programs to ensure appropriate and effective public health care delivery systems, services and operations in the State of Alaska. Positions are concerned with programmatic and administrative matters relating to development, implementation, operation, administration, evaluation and funding of public health activities in the state. Typical programmatic areas include, but are not limited to, maternal, child and family health, nutrition, emergency medical services, and health promotion and risk reduction.

Distinguishing Characteristics:

Health Program Managers are responsible, directly or through lower level staff, for most or all of the following: program planning, development, and implementation; program monitoring and evaluation; policy and procedure development; budget planning and monitoring; contract or grant negotiation and administration; and programmatic consultation, training and technical assistance to local health care programs or providers. This series is distinguished by its primary role of managing health programs. In contrast, Health and Social Services Planners focus on planning functions leading to the development of comprehensive plans of action to address health-related issues. Public Health Specialists are subject matter experts in a specific clinical or technical health specialty who's primary function is to serve as a consultant, researcher and expert in that clinical/technical specialty.

Health Program Manager III positions supervise multiple and integrated public health services programs on a statewide basis, including directing two or more health professionals and performing work which involves providing advice and assistance to, or monitoring the activities of, various public, non-profit and private entities on program and administrative matters relating to the development, implementation, operation, administration, evaluation, and funding of public health programs and health care delivery systems. Incumbents assume full program responsibility with considerable independence and are viewed as the principal representative for large, complex and diverse programs characterized by such features as unprecedented expansion, fluctuating budgetary and/or socio-political considerations, or frequent and extensive program and/or technological changes requiring major shifts in operations, goals and objectives, program management strategies, policies and procedures. At this level, positions are primarily concerned with administering the program rather than performing technical and support functions, and must coordinate and integrate their program functions with a variety of other public health endeavors and processes which operate within the state.

Some positions at this level function as assistant section chief in a large and complex section whose activities encompass numerous, widely varying, large and complex programmatic areas with extensive impact on health status and health care delivery systems affecting all Alaskans. Examples of sections of this stature include Maternal, Child and Family Health or Epidemiology.

Examples of Duties:

Supervise the work of professional and technical staff involved in providing and managing public health service programs; exercise substantial authority and discretion in the supervision of staff.

Assume management responsibility for all program activities including data collection and analysis, reporting, planning, program evaluation and service delivery modification.

Direct surveillance and site review activities to ensure the appropriateness of provider services; supervise and may conduct on-site audits of providers offices, practices, and patient files; develop and implement provider sanctions as necessary.

Assist the section chief in the management of a major section. Determine overall administrative and policy direction; establish section priorities and allocate staff and financial resources for public health service planning and program implementation; manage the financial and administrative functions of a major section; act for the section chief in his/her absence.

Develop, modify, recommend, and implement program policies and procedures, regulations, statutes; work with other agencies to develop criteria for new services, program regulations and program benefits.

Coordinate service programs with other agencies and professionals, and represent the programs to the general public, press, and legislative staff.

Responsible for program services provided by staff or through grantees, contractors or authorized service providers; prepare annual budgets for the programs, develop annual expenditure and activity plans, report on budget and activity plan deviations; develop recommendations for budget and work plan modifications to meet changing needs.

Knowledge, Skills and Abilities:

Considerable knowledge of budget and financial management, and procurement policies and procedures.

Considerable knowledge of principles and practices of personnel management and supervision.

Working knowledge of conflict resolution techniques.

Ability to administer major complex program activities and establish priorities for work assignments of multiple staff providing a series of interdependent services.

Ability to direct the efforts of researchers, planners, data processing analysts and programs, fiscal and budgetary technicians and health specialty area technicians in order to effectively manage research projects, planning exercises, management information systems and implement complex health care delivery systems in compliance with federal or state legal and regulatory requirements.

Minimum Qualifications:

A Master's degree from an accredited college in health, public health, behavioral health, health care services, health practice, senior health care, developmental disabilities, health sciences, health care administration, or a closely related field.

AND

One year of supervisory level experience performing health program planning, development, coordination, evaluation or implementation, technical health care assistance and consultation, health care utilization or quality assurance examination, and/or health care service delivery.

Examples of qualifying State of Alaska job classes are Health Program Manager II, Nurse IV, Nurse IV (Psychiatric), Public Health Nurse IV, Nurse Consultant II, Health and Social Services Planner II, Medical Assistance Administrator III, Mental Health Clinician III, Developmental Disabilities Program Specialist III, Social Worker IV.

Substitution:

A Bachelor's degree from an accredited college in biological, health or behavioral science; health practice; education; or public or business administration.

AND

Two years of supervisory level experience performing health program planning, development, coordination, evaluation or implementation, technical health care assistance and consultation, health care utilization or quality assurance examination, and/or health care service delivery.

OR

Graduation from a diploma or Associate degree school of nursing accredited by the National League for Nursing

AND

Four years of supervisory level experience performing health program planning, development, coordination, evaluation or implementation, technical health care assistance and consultation, health care utilization or quality assurance examination, and/or health care service delivery.

Required Job Qualifications:

(The special note is to be used to explain any additional information an applicant might need in order to understand or answer questions about the minimum qualifications.)

Special Note:

Agencies employing Health Program Managers are responsible for administering a wide range of medical, behavioral and social health insurance programs for children and adults. Positions typically focus on a particular health area. Where licensure is required, the job vacancy announcement will identify the type of license necessary to apply for that specific position. The essential functions of some positions may involve exposure to infectious disease and/or biohazards. Travel may be required.

Minimum Qualification Questions:

Do you have a Master's degree from an accredited college in health, public health, behavioral health, health care services, health practice,

senior health care, developmental disabilities, health sciences, health care administration, or a closely related field?

AND

Do you have one year of supervisory level experience performing health program planning, development, coordination, evaluation or implementation, technical health care assistance and consultation, health care utilization or quality assurance examination, and/or health care service delivery?

Or Substitution:

Do you have a Bachelor's degree from an accredited college in biological, health or behavioral science; health practice; education; or public or business administration?

AND

Do you have two years of supervisory level experience performing health program planning, development, coordination, evaluation or implementation, technical health care assistance and consultation, health care utilization or quality assurance examination, and/or health care service delivery?

Or Substitution:

Did you graduate from a diploma or Associate degree school of nursing accredited by the National League for Nursing?

AND

Do you have four years of supervisory level experience performing health program planning, development, coordination, evaluation or implementation, technical health care assistance and consultation, health care utilization or quality assurance examination, and/or health care service delivery?